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Web site: www.seattlehousing.org

Informal Solicitation No. 4692

Artwork at Kebero Court

Important Information:

- Solicitation Issued: Day / Date: **May 5, 2015**
- Deadline for Questions: Day / Date: **May 12, 2015** Time: **5:00pm**
- Submittals/Proposals Due: Date: **May 26, 2015** Time: **5:00pm**
- SHA's Contact: Name: **Kathlyn Paananen**
- E-Mail Address: **Kathlyn.paananen@seattlehousing.org**

The Seattle Housing Authority (SHA) is soliciting Qualifications from artists interested in performing the following:

Project Description:

SHA is soliciting letters of interest and qualifications for an artist to design, fabricate and install a permanent work of art at the newly constructed Kebero Court. Located at the northeast corner of Boren and Yesler streets, the 96-unit apartment building and nine townhomes, are part of the SHA Yesler Terrace Redevelopment project. The selected outdoor artwork will be part of the Art Master Plan for Yesler, which may be obtained from SHA.

Budget: The Seattle Housing Authority has a \$30,000 project budget which is inclusive of artist's fees, permits (if applicable), materials, fabrication, on-site installation, travel or per diem costs, and any applicable City of Seattle licensing costs and/or Washington State sales/use tax costs. Fabrication and installation must be paid at prevailing wage rates for the appropriate work/skills classifications.

Scope of Work:

The Scope of Work is as follows:

The artist will research the location, history and cultural influences to determine a conceptual design that addresses a sense of place. The artist will work with SHA staff and the architect to develop an appropriate conceptual approach and refine the approach into a site-specific piece along with necessary technical drawings and specifications. Part of this effort will involve ways to engage residents. The artist will fabricate and install the work.

The artist shall also provide a maintenance plan for the piece. The objective is to create artwork that helps foster a connection to the Yesler neighborhood, recognize the character of the surroundings, both current and expected, create a welcoming element for residents of the building, and embody preferences expressed by the community through the engagement process.

Schedule: It is anticipated that the work will be performed between June 15, 2015 and November 1, 2015.

Anticipated Contract Duration: SHA expects to execute a Contract for the requested services for the scheduled dates shown above.

Application Materials:

To be considered for this work, you must submit the following:

- A cover letter that includes:
 - a) An expression of your interest in performing the work
 - b) The name, telephone number and e-mail address of who your contact person is for this solicitation
- Your response to each of the evaluation criteria noted below (maximum 4 pages)
- A list of three references that includes:
 - a) Agency or business name of client
 - b) Contact person at that agency or business
 - c) Address of agency or business
 - d) Telephone number and/or e-mail address for the Contact person
- Resume: Two page maximum
- Work Samples: A minimum of 10 and a maximum of 12 digital images of past work that best illustrates applicability to this project. Images should indicate title, location, completion date, medium, dimensions, and cost, including fabrication and installation.
- Submittals must be packaged and sent in **an email that is no larger than 8MB**

Your proposal (responses to the evaluation criteria) shall not exceed 4 pages. The following do not count toward the 4 page maximum: Cover Letter; References; Work Samples - images of work; and required forms listed below.

Forms to be Included with Your Submittal/Proposal: The following forms are sent as an Attachment to this solicitation. You must complete and attach the forms listed below with your submittal/proposal:

- SHA Vendor Fact Sheet
- Section 3 Business Certification and Resident Employment Plan
- Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)
- Suspension and Debarment Compliance Certification

Evaluation Criteria: SHA will evaluate your submitted materials and information based on the following weighted subjective/technical criteria. Your Submittal/Proposal should directly address each of the Criteria listed below:

No.	Evaluation Criteria	Maximum Number of Points
1	Experience with designing and installing works of art in outdoor public places that are durable and maintainable,	20
2	Experience and interest in working with the public.in the design process.	20
3	Experience in working with other design professionals.in a collaborative manner.	20

4	Experience with site-specific artwork that reflects cultural influences.	20
5	Experience with project cost control and within budget and meeting schedules	20
	MAXIMUM TOTAL POINTS	100

SHA reserves the right to check references of one or more of the top ranked firms. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

In the event that information obtained from the reference checks reveals concerns about the proposer's past performance and their ability to successfully perform the contract to be executed based on this solicitation, SHA may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this solicitation.

Due Date for Questions: Any questions or requests for further information must be directed in writing no later than the date mentioned at the beginning of this solicitation. Questions are to be sent by e-mail to SHA's Contact, also shown at the beginning of this solicitation.

Submittals:

Submittals must be packaged and sent in an email that is no larger than 8MB to SHA's Project Manager, Kathlyn Paananen at kathlyn.paananen@seattlehousing.org. All application materials must be received by the time and date stated above.

Administrative Information:

- A. About the Seattle Housing Authority (SHA): Visit SHA's website at www.seattlehousing.org for more information about SHA.
- B. Deadline for Submission of Submittals/: Proposers are responsible for ensuring that SHA receives your submittal as indicated herein by the stated deadline. Submittals received after the deadline will not be considered.
- C. Contract Requirements: Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following website:

http://www.seattlehousing.org/business/guidelines/pdf/Consultant_Professional_Services_Contract.pdf

SHA's standard contract document is intended to guide you in developing your submittal/proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- D. Certifications and Assurances Form: Because a source of funding for these services is the Choice Neighborhood Implementation (CNI) grant funds, the Artist shall obtain and submit to SHA a completed and signed Certifications and Assurances Form (copy attached to this solicitation if applicable) for itself and each sub-consultant utilized on the Contract. Such form shall be submitted to SHA before any work is performed under the terms of the Contract.
- E. Payment Requirements: Proposers should be aware that SHA will only make payments on the Contract issued under this solicitation after the work being billed has been completed,

and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advanced payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.

- F. Insurance Requirements: The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to beginning work. General liability insurance, with SHA named as an additional insured, will be required of the selected artist. In addition, if driving to and from any meetings or work on the project is involved; auto liability coverage will also be required. Coverage and policy limits will be negotiated with the selected artist.
- G. Criminal Background Investigation: The selected Consultant shall conduct a criminal investigation of all employees, volunteers and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or any minor. In addition, a criminal investigation shall be performed for any person performing work under this Contract who needs special entry into SHA buildings, is given temporary use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report. In the event a background check provides evidence of a felony conviction within the past seven years, the results of that investigation shall be disclosed to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the selected Consultant agrees, if requested by SHA, to replace such person with an individual acceptable to SHA.
- H. Diversity: SHA strongly encourages small businesses, minority business enterprises (MBEs), women business enterprises (WBEs), HUD Section 3 businesses, socially and economically disadvantaged businesses and veteran-owned businesses to submit proposals or to participate in this work as sub-consultants.
- I. Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in submittals/proposals, to reject any or all submittals/proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals or businesses submitting for this work, and to check references as part of the final evaluation process. Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following website address:

http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf